

14 FAH-3 H-600 EMPLOYEE SELF-DEVELOPMENT

14 FAH-3 H-610 GENERAL

(CT:AQM-1; 11-29-2005)
(Office of Origin: A/OPE)

14 FAH-3 H-611 BACKGROUND

(CT:AQM-1; 11-29-2005)

- a. The Federal Acquisition Reform Act and Office of Federal Procurement Policy (OFPP) Letter 92-3, paragraph 4e, require the Department to have an acquisition career management program that encourages employee self-development activities. The purpose of this policy is to enable acquisition professionals to improve their knowledge of acquisition and to enhance their professional development.
- b. To implement this policy, information about job-related training during nonduty hours is provided below. In addition, many job-related distance learning courses are available to employees at no cost through the Foreign Service Institute (FSI) FasTrac Distance Learning Program. Refer to the FSI Web site for more information. Heads of contracting activities (HCAs) should publicize this information to acquisition professionals. Supervisors and managers should encourage employees to take advantage of this opportunity, and achievements by supervisors in this area are worthy of recognition in performance ratings.

14 FAH-3 H-612 EXTERNAL TRAINING

(CT:AQM-1; 11-29-2005)

- a. The Department of State operates the External Training Program through the Foreign Service Institute (FSI). All requests for after-hours external training must be processed through FSI, and must be approved in advance of the course start date by the employee's supervisor, the employee's training officer, and the FSI External Training Coordinator.

- b. Information on external training application procedures can be found in 13 FAM 900 and on the FSI Office of the Registrar Web site. Interested employees should submit the following forms to FSI/EX/REG (FSI Office of the Registrar) through their bureau training officer:
 - (1) Form SF-182, Request, Authorization, Agreement and Certification of Training;
 - (2) Form DS-3070, Training Agreement (if there is any cost associated with the training); and
 - (3) Form DS-4025, Application for Sponsorship of After-Hours Study (if the training is a college/university course).
- c. After-hours external training may be funded by FSI or the bureau, subject to funds availability and the established FSI funding-cap limit. Requests should be submitted as early as possible in the fiscal year to have a better chance of receiving funding.

14 FAH-3 H-613 EQUIVALENCY TRAINING

(CT:AQM-1; 11-29-2005)

Several commercial concerns offering U.S. Government contracting courses have been approved as sources of competency-based acquisition training by the Federal Acquisition Institute (FAI). Each of these sources offer a variety of courses equivalent to some of the Department of State required training under 14 FAH-3 H-300 and 14 FAH-3 H-500. Since the list of approved training sources is constantly changing, interested employees should consult FAI's Internet home page. Other job-related courses may be eligible for funding as well.

14 FAH-3 H-614 THROUGH H-619 UNASSIGNED